

## ILT Tip – Sending a copy and blind copy of an email

When sending an email it is also possible to send a copy (cc - carbon copy) or even a blind copy (bcc - blind carbon copy) of the email to another person - a blind copy does not show the recipient that you have copied the email to another person.

To do this is really very easy and all email programs allow this. When entering the email address of the recipient in the 'To' text box you will notice two further text boxes below labelled 'Cc' and 'Bcc' (Fig. 1). To send a copy to another person enter their email address in the 'Cc' box; the original recipient can then see that you have sent a copy to this person. To send a blind copy enter their address in the 'Bcc' box and the original recipient can not see that you have copied the email to that person.

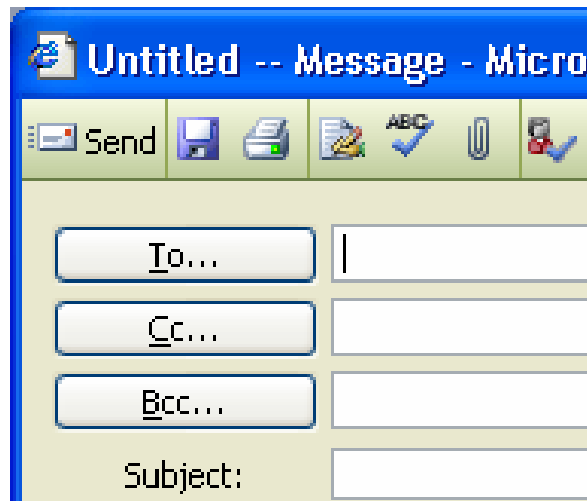


Figure 1 – Recipients